

FLEET MANAGEMENT

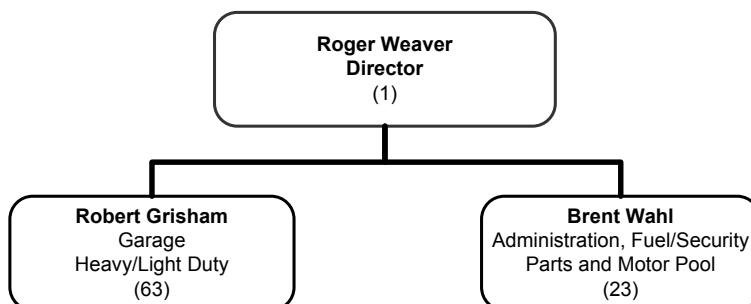
Roger Weaver

DEPARTMENT MISSION STATEMENT

The Fleet Management Department provides vehicles, equipment, and related services to the officials and employees of the County so that they may, in turn, provide services that promote health, safety, well being, and quality of life to the residents of the County.



ORGANIZATIONAL CHART



2012-13 ACCOMPLISHMENTS

- Relocated San Bernardino County Fire Protection District (County Fire) Vehicle Services maintenance/repair operations to Fleet Management site optimizing space requirements for vehicle services.
- Merged County Fire Vehicle Services and Fleet Management parts inventories to increase parts room efficiency, reduce inventories, and utilize economies of scale.
- Completed selection process for new Fleet Management Information System, FASTER, to increase automation in operations.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER

- Objective(s):**
- *Eliminate silos and consolidate and centralize administrative functions, including financial management and oversight.*
 - *Develop a long-term budget plan which brings the County into operational and programmatic balance.*
 - *Implement information management best-practices that would unify technology platforms and move toward a standardized enterprise approach.*

- Department Strategy:**
- *Continue to monitor and streamline the shop, parts and administrative functions of the now co-located County Fire Vehicle Services and Fleet Management operations.*
 - *Identify and eliminate excess/underutilized County managed fuel tanks.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Estimate	2013-14 Target
Reduction in parts inventory levels.	N/A	N/A	N/A	25%
Excess/underutilized fuel tanks taken out of service.	0	N/A	0	80%

COUNTY GOAL: MAINTAIN PUBLIC SAFETY

- Objective(s):**
- *Work with all elements of the County's public safety services to reduce costs while maintaining the highest level of service that funding will support.*

- Department Strategy:**
- *Improve fire apparatus uptime (readiness rate) to reduce vehicle requirements in the County.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Estimate	2013-14 Target
Fire apparatus uptime (readiness rate).	N/A	N/A	70%	80%



SUMMARY OF BUDGET UNITS

	2013-14					
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
<u>Internal Service Funds</u>						
Garage	18,458,354	18,679,100			220,746	84
Motor Pool	15,437,657	14,796,200			(641,457)	3
Total Internal Service Funds	33,896,011	33,475,300			(420,711)	87

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Garage	12,203,040	12,598,325	13,751,300	14,652,027	18,458,354
Motor Pool	14,686,700	11,170,766	12,869,783	16,145,848	15,437,657
Total	26,889,740	23,769,091	26,621,083	30,797,875	33,896,011

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Garage	12,355,000	12,620,110	13,982,165	14,468,800	18,679,100
Motor Pool	14,479,000	11,707,970	12,730,500	13,250,674	14,796,200
Total	26,834,000	24,328,080	26,712,665	27,719,474	33,475,300

5-YEAR NET BUDGET TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Garage	151,960	21,785	230,865	(183,227)	220,746
Motor Pool	(207,700)	537,204	(139,283)	(2,895,174)	(641,457)
Total	(55,740)	558,989	91,582	(3,078,401)	(420,711)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in requirements in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.



Garage

DESCRIPTION OF MAJOR SERVICES

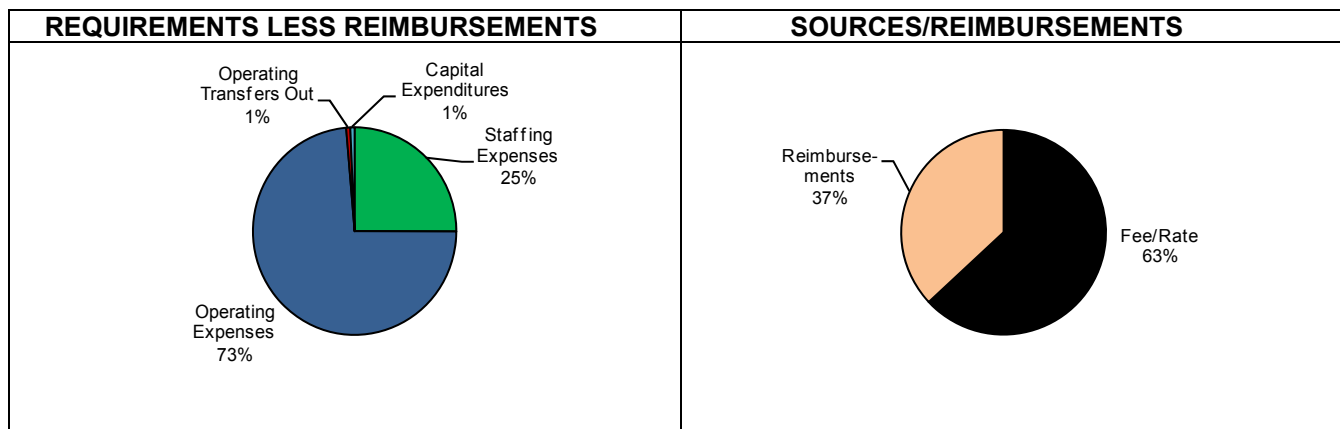
Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, generator services and emergency field services for the County's fleet of vehicles and heavy equipment. Beginning in 2013-14, shop operations will also include full service maintenance and repairs for County Fire's vehicles and equipment.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets and fund capital improvements. Any excess/shortage is incorporated into rate structure during the annual rate review process.

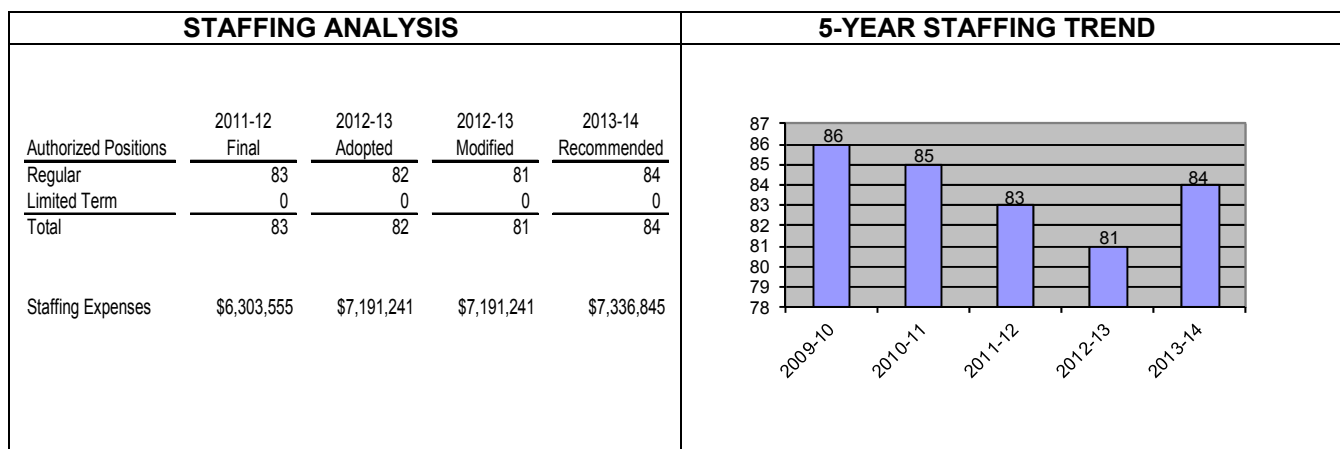
Budget at a Glance

Total Requirements	\$18,458,354
Total Sources	\$18,679,100
Net Budget	\$220,746
Estimated Unrestricted Net Assets	\$1,037,779
Use of Unrestricted Net Assets	(\$220,746)
Total Staff	84

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS, IDJ VHS
FUNCTION: General
ACTIVITY: Other General

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	6,465,592	6,288,472	6,303,544	6,528,600	7,191,241	7,336,845	145,604
Operating Expenses	12,541,746	14,205,213	16,076,451	18,522,600	16,973,274	21,562,610	4,589,336
Capital Expenditures	31,447	5,040	31,626	0	229,000	200,000	(29,000)
Contingencies	0	0	0	0	0	70,800	70,800
Total Exp Authority	19,038,785	20,498,725	22,411,621	25,051,200	24,393,515	29,170,255	4,776,740
Reimbursements	(8,771,686)	(8,174,669)	(8,996,787)	(10,589,200)	(10,296,197)	(10,902,701)	(606,504)
Total Appropriation	10,267,099	12,324,056	13,414,834	14,462,000	14,097,318	18,267,554	4,170,236
Operating Transfers Out	187,649	176,494	38,291	114,500	554,709	190,800	(363,909)
Total Requirements	10,454,748	12,500,550	13,453,125	14,576,500	14,652,027	18,458,354	3,806,327
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	10,978,458	11,750,728	13,198,426	14,385,500	14,137,300	18,602,300	4,465,000
Other Revenue	36,504	81,259	53,940	17,000	331,500	6,000	(325,500)
Total Revenue	11,014,962	11,831,987	13,252,366	14,402,500	14,468,800	18,608,300	4,139,500
Operating Transfers In	0	0	386,565	0	0	70,800	70,800
Total Sources	11,014,962	11,831,987	13,638,931	14,402,500	14,468,800	18,679,100	4,210,300
Net Budget	560,214	(668,563)	185,806	(174,000)	(183,227)	220,746	403,973
Budgeted Staffing					81	84	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit. These expenses include \$10.2 million for the purchase of fuel, \$5.0 million for the purchase of automotive parts and sublet services, \$2.7 million to reimburse County Fire for salary and benefit costs of 26 Vehicle Services' positions, and \$1.3 million for intra-fund charges for maintenance and repairs.

Sources of \$18.6 million primarily represent reimbursements from other County departments and outside agencies for fuel supplied and vehicle maintenance and repair services performed.

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14 a new Garage Earned Leave fund was created to establish an earned leave program to ensure that the Department has funding set aside to pay earned leave expenses. Requirements for the Garage fund have increased by \$3.8 million primarily due to an anticipated increase of \$1.2 million in demand for automotive parts for servicing County Fire's vehicles and equipment, an increase of \$2.5 million in salaries and benefits operating transfers out to reimburse County Fire for salary and benefit costs, and \$0.1 million for the earned leave program. Sources are increasing by \$4.2 million, which includes reimbursements from County Fire for automotive parts, services performed, and the associated overhead revenue, as well as operating transfers in for the earned leave program.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$7.3 million fund 84 budgeted regular positions. The 2013-14 recommended budget includes an increase of 3 positions, consisting of 1 Motor Pool Assistant, 1 Fiscal Assistant, and 1 Custodian I. In addition, the budget includes a reclassification of 1 Equipment Parts Specialist I to a Stores Specialist and 1 Garage Services Assistant to a Fiscal Assistant to more accurately reflect the duties and responsibilities of the positions.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	7	0	1	8
Light Duty	39	0	39	32	5	2	39
Fuel/ Security	6	0	6	5	0	1	6
Heavy Duty	24	0	24	19	5	0	24
Parts	7	0	7	6	0	1	7
Total	84	0	84	69	10	5	84

Administration	Light Duty	Fuel/Security
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Fleet Management	1 Motor Fleet Maint Superintendent	1 Fuel and Security Supervisor
1 Executive Secretary II	2 Motor Fleet Shop Supervisor	2 Equipment Svcs Specialist II
1 Staff Analyst II	7 Motor Fleet Mechanic II	2 Equipment Svcs Specialist I
1 Motor Fleet Shop Supervisor	13 Motor Fleet Mechanic I	1 Fiscal Assistant
1 Fiscal Specialist	1 Garage Service Writer	6 Total
1 Payroll Specialist	7 Mechanics Assistant	
1 Office Assistant III	3 Equipment Svcs Specialist I	
1 Fiscal Assistant	4 Motor Pool Assistant	
8 Total	1 Custodian I	
	39 Total	
Heavy Duty	Parts	
<u>Classification</u>	<u>Classification</u>	
1 Motor Fleet Maint Superintendent	1 Equipment Parts Supervisor	
2 Motor Fleet Shop Supervisor	3 Equipment Parts Specialist I	
1 Motor Fleet Mechanic II	2 Stores Specialist	
16 Motor Fleet Mechanic I	1 Storekeeper	
3 Mechanics Assistant	7 Total	
1 Equipment Services Specialist I		
24 Total		



Motor Pool

DESCRIPTION OF MAJOR SERVICES

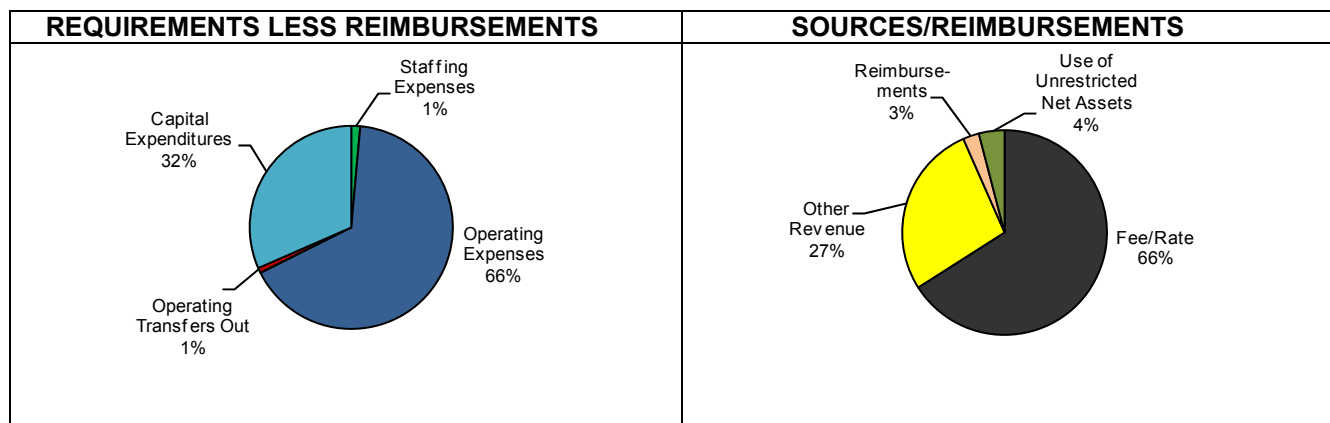
Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,790 automobiles, vans, pick-up trucks and various specialty vehicles/equipment assigned to County departments. The Motor Pool coordinates collection and distribution of vehicle replacement funds, fuel, maintenance, insurance, overhead and other operational costs of fleet vehicles.

Budget at a Glance

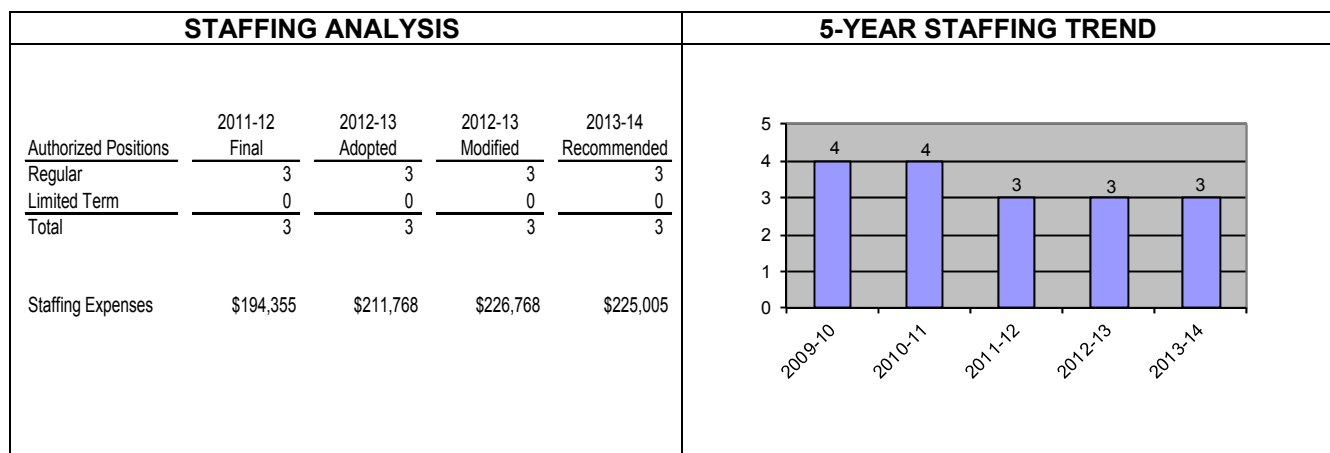
Total Requirements	\$15,437,657
Total Sources	\$14,796,200
Net Budget	(\$641,457)
Estimated Unrestricted Net Assets	\$10,166,688
Use of Unrestricted Net Assets	\$641,457
Total Staff	3

The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Fleet Management
FUND: Motor Pool

BUDGET UNIT: IBA VHS, IDH VHS
FUNCTION: General
ACTIVITY: Other General

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	248,824	254,780	193,453	223,800	226,768	225,005	(1,763)
Operating Expenses	8,945,664	8,634,668	8,965,497	9,553,300	9,392,590	10,488,896	1,096,306
Capital Expenditures	177,489	2,397,490	3,388,965	6,400,000	6,500,000	5,000,000	(1,500,000)
Contingencies	0	0	0	0	0	500	500
Total Exp Authority	9,371,977	11,286,938	12,547,915	16,177,100	16,119,358	15,714,401	(404,957)
Reimbursements	(311,120)	(350,448)	(376,390)	(378,400)	(378,700)	(405,500)	(26,800)
Total Appropriation	9,060,857	10,936,490	12,171,525	15,798,700	15,740,658	15,308,901	(431,757)
Operating Transfers Out	0	231,612	690,878	394,000	405,190	128,756	(276,434)
Total Requirements	9,060,857	11,168,102	12,862,403	16,192,700	16,145,848	15,437,657	(708,191)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	49,770	0	0	0	0
Fee/Rate	9,358,649	9,204,941	8,519,133	9,484,000	8,845,500	10,453,700	1,608,200
Other Revenue	3,374,435	2,458,430	4,030,170	4,592,000	4,405,174	4,342,000	(63,174)
Total Revenue	12,733,084	11,663,371	12,599,073	14,076,000	13,250,674	14,795,700	1,545,026
Operating Transfers In	93,502	1,378	0	0	0	500	500
Total Sources	12,826,586	11,664,749	12,599,073	14,076,000	13,250,674	14,796,200	1,545,526
Net Budget	3,765,729	496,647	(263,330)	(2,116,700)	(2,895,174)	(641,457)	2,253,717
Budgeted Staffing					3	3	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Operating expenses make up the majority of the budget unit's expenditures. These expenses include transfers to the Garage fund of \$4.6 million for vehicle maintenance and repairs, \$3.4 million for fuel, and \$1.1 million for auto liability insurance costs.

Capital expenditures include \$5.0 million for the purchase of new vehicles and equipment. These expenditures include an approximate distribution of \$3.7 million for the purchase of trucks/sport utility vehicles, \$0.7 million for vans, and \$0.6 million for sedans.

Sources of \$14.7 million include \$7.7 million from variable/per-mile revenue, \$6.4 million from monthly fixed charges, and \$0.5 million from auction proceeds.

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Motor Pool fund include a decrease in capital expenditures of \$1.5 million primarily due to a decrease in the number of assigned vehicles that have exceeded the replacement life cycle. The Department uses a nationally recognized, state-of-the-art, "life cycle cost" financial model to determine the optimal vehicle/equipment replacement point. Additionally, operating expenses are increasing by \$1.0 million primarily due to an increase in auto liability insurance and maintenance and repair costs, and is offset by a decrease in fuel costs due to actual average cost and usage trending lower than estimated in the previous budget.

Sources are increasing by \$1.5 million primarily due to an increase in monthly fixed charges, which includes new revenues for monthly fixed insurance charges for vehicles owned by the Human Services Department, as well as an increase in variable/per-mile revenue.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$225,005 fund 3 budgeted regular positions. Total budgeted staffing includes no change compared to the 2012-13 modified budget.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Motor Pool	3	0	3	3	0	0	3
Total	3	0	3	3	0	0	3

Motor PoolClassification

- 1 Staff Analyst II
- 1 Vehicle Services Shop Supervisor
- 1 Motor Pool Assistant
- 3 Total

